

Team Contribution Recognition

Date: [Insert Date]

To: [Team Member Name]

From: [Your Name]

Subject: Recognition of Your Outstanding Contributions

Dear [Team Member Name],

I hope this message finds you well. I am writing to express my heartfelt appreciation for your remarkable contributions to our team. Your hard work and dedication have not gone unnoticed.

Specifically, I want to highlight your role in [mention specific project or task]. Your efforts in [describe specific contributions or actions] played a critical part in our success and have positively impacted the team.

Thank you once again for your ongoing commitment and exemplary performance. We are fortunate to have you as a part of our team.

Best regards,

[Your Name]
[Your Position]
[Your Company]